

Martinsburg-Berkeley County Public Library Commission  
Martinsburg Berkeley County Public Library  
June Meeting Minutes  
June 24, 2021

Scott Campell, Chair, called the meeting to order at 5:01PM.

Present: Scott Campbell, Chair; Gary Wine, Vice Chair; Sara Douglass, Treasurer; Billie Grey, Secretary; Karen Greenfield; Gretchen Fry, Librarian; Lynn Walker, Finance and Human Resource Manager participating remotely. Absent: None.

A quorum being present, the items on the agenda were considered.

The minutes of the May 27, 2021 meeting were approved on a Douglass/Wine motion by unanimous voice vote.

Bill Schecker, from the Friends of the Hedgesville Public Library, spoke about the solar panels on the Hedgesville Library and the fact that full benefit of the panels is not being achieved. Mr. Schecker stated that action by Board Members or the Library Board may be necessary to obtain these benefits.

The Financial Report ending May 31, 2021 presented by Lynn Walker was accepted pending audit on a Douglass/Greenfield motion by unanimous voice vote.

The Director's Report was presented by Gretchen Fry and will be included in the minutes.

Unfinished Business:

Joshua Bower of Crabtree, Rohrbaugh, & Associates presented a very thorough review of the Martinsburg facility including recommendations and approximate costs of various projects. The report will be distributed to Board members and discussed at future meetings.

New Business:

A verbal resolution of thanks to Scott Campbell for serving as Trustee and President of the Board on the expiration of his term.

The Wine/Greenfield motion to adjourn was approved by unanimous voice vote and the meeting adjourned at 6:34PM.

Respectfully submitted,  
Billie J. Grey, Secretary

## Directors Report June 2021

### **Summer Reading Program**

Hedgesville Library had over 150 people attend the “Visit with the Unicorn” program at the Hedgesville Town Spring.

Over 80 people attend the Reptile Wildlife encounter in Martinsburg library’s plaza. Over 80 people attended a “Rock and Read” program on the Library’s Plaza featuring Tony M singing and Amy Eakle (our children’s librarian) reading.

All of the libraries are offering weekly programs. Programs are a combination of virtual, take and make, and outdoor. For example- North Berkley has been having outdoor weekly programs, last week they had 30 people for their “make a bird feeder” program. Musselman is offering virtual programs every week, and in-person programs every other week. Full list of programs are on the website.

### **Upcoming Summer Reading Events (full list on website):**

July 19<sup>th</sup> Martinsburg- Teen- Summer Reading Finale- Tie-Dye on the Plaza

July 21 and 22<sup>nd</sup> Martinsburg- New Car Owner’s Workshop

July 29<sup>th</sup> Hedgesville- All Ages -Storyteller Adam Booth (sponsored by Hedgesville Friends)

August 14<sup>th</sup> Martinsburg- All Ages- Outdoor Cosplay Contest and Free Comic Book Day

**TLC Training:** The library cataloging staff will be meeting virtually with TLC staff work through some of the issues in the new system on Tuesday, June 29<sup>th</sup>.

### **Library Volunteers:**

After a yearlong pause due to COVID-19 the library is resuming its partnerships with the Senior Community Service Employment Program and Blue Ridge Community College to provide on-the- job experience and training at the library.

### **Technology:**

Berkeley County IT installed a second wireless access point above the balcony in the reference department. This has significantly improved the speed of the computers in that area.

The library ordered 10 laptops for patron use- one for each branch and seven for downtown. Laptops will need to be configured with correct software and the ability to print wirelessly.

### **Strategic Planning:**

Our next step is an RFQ for a system wide Needs Assessment and Master Facilities plan. In the next few board meetings I would like to work with the board in coming up with the questions that we would like the plan to address.

Included in the board packet is a proposal from Newcomer Associates (the original designers of the Hedgesville Library) for the cost of the design of the second floor of Hedgesville (this is the cost of the **design**, not the building itself). This gives us a sense of how much it would cost to design the second floor.